

STUDENTS CLUBS

Student clubs aim to develop students' social, educational and leadership skills. Allowing students to communicate effectively and participate in scientific activities. The opportunity to enroll in student clubs provides valuable leadership and life skills. Student Clubs In collaboration with Colleges, the Student Affairs is responsible for supporting clubs. The goals of student clubs are to:

1. Encourage student participation in a variety of activities to improve their performance and develop their leadership skills.
2. Promote the spirit of cooperation among students and encourage them to take on responsibility.
3. Provide support to new students by advising them and helping them in their new academic life.
4. Obtain student input regarding needs and wishes, and forward the information obtained to the Student Activities.

General terms

Each club approved by the university administration can submit some announcements about the club to clarify the purpose of the club and the activities and events. After the announcement of the club to the university students, each student is given the opportunity to register at the club by filling out the registration form. The coordinator of each club is a member of a teaching staff specialized in the field of club specialization. Students can also propose a club based on their interests and hobbies after submitting a letter to the Student Affairs

- All clubs are open to all AFU students during their study years, and students may establish clubs that promote their common interests.
- All clubs are required to fill in an event's plan highlighting all the event's details, budget and requests to be submitted to the supervisors, and all events requested should meet clubs' goals in line with AFU's vision.

- If the requested events were not included in the club's semester plan, it should be submitted at least two weeks prior to the actual event date for approval.
- Clubs must hold elections on yearly basis to select new board members.

Individual roles and responsibilities

The club members meet regularly to plan, implement and present activities and events according to the club's specialty. The roles are defined as follows:

- **The President:** The President shall direct the planning of activities and activities and determine the functions and role of each member
- **Vice President:** Assisting the President in carrying out the administrative tasks and follow up the implementation of activities and activities
- **Treasurer:** The Treasurer shall handle the financial affairs, organize the expenditure process and effectively exploit the financial finance
- **Coordinator of Activities:** The Coordinator proposes activities and events and follows up their implementation and evaluation
- **Media Coordinator:** The media coordinator follows the media coverage of events and activities and the dissemination of news about the club
- **Public relations coordinator:** The coordinator works to organize relations with the entities that can cooperate to carry out activities and activities and evaluate the effectiveness and success of activities and events

Student Club Membership

1. Memberships expire a year after registration and open for renewal the following year
2. Registration is open throughout the year but, will be closed one-week day prior to the board members' election of the selected club.
3. Students may register as members of as many clubs as they wish.
4. Each club has to start with the minimum of 10 members and should increase this number by 10% every semester (part of the club's achievements)
5. Each club should host at least two activities on campus each semester. Typical activities could include, but are not limited to participating in the annual club fair, hosting a fundraiser, coordinating a service project, sponsoring a program or attending a conference; or else will be an inactive club and will be deprived from the budget allocated to it per semester, will be subject to cancellation.

Establishing a Student Club

1. Applicants should submit a completed Student Club Registration Form, a list of the names and ID numbers of at least 10 students interested in being members of the club, a written proposal indicating the purpose of the club including its mission and goals, and the proposed club's constitution stating the club's rules and regulations (forms are available to be collected and filled at the club's supervisors' desk).
2. Completed Club Registration Form must be approved by the Unit's manager and the Dean of Student affairs.
3. It is recommended to select a faculty/staff advisor for the club where he/she guides and share his/her expertise with the members.
4. Once officially registered and recognized, a student club must have an official name, logo and mission that should be approved by the unit's manager in 3 weeks' time.
5. All clubs are obliged to operate in compliance with university rules and regulations.
6. All clubs and communities' events have to be in line with AFU's vision and mission
7. For communities, it is preferable that the president of the club is a citizen of the country the community represents.
8. Each club and community must submit a semester's plan with all activities wished to be carried out.

Club renewal process

1. The board members' life cycle is one year, elections process should start afterwards to give an opportunity for other members to be board members.
2. Any modifications request in the club's name or logo should be requested by the club's president from the club's supervisor's office and will be subject to approval in 3 weeks' time
3. Once approval is granted, clubs are announced as functional

Club Events and Activities

1. Representations of the club events should be presented in the club's plan.
2. During any event held by a club, students may seek advice from the club's advisor, supervisor and if needed the student's activities and development manager.
3. Once an event is approved by the student affairs, media aspects are to be covered by the Unit.
4. All Events have to be submitted by the club president
5. Each club should utilize their talented members' skills during their carried-out events.

Club Nomination and Election

1. On yearly basis, clubs must hold elections to select new board members.
2. Club executives are required to serve one complete year in their posts.
3. Students cannot run for more than one of the top four positions of two different clubs simultaneously; however, they are able to run for a top position and a lower position in two different clubs/organizations.

Club Finance

At the beginning of each semester, the club board members present the plan of club's activities, events and needs and the required financial aspect. Dean of Student Affairs and Finance Director will coordinate on this financial plan. Financial support will be provided by the Student Affairs and according to the nature of activities and events.

STUDENT COUNCIL

Al Falah University (AFU) recognizes student councils for students. Student council consists of 15 members, 10 of which are nominated by the colleges while the remaining 5 are chosen through campus-wide elections. The Student Council's mission is to represent students and give them the opportunity to communicate their views and concerns to the Higher Management. It provides resources to various students, and endeavors to promote the values of teamwork, dedication, and responsibility.

The main role of the Student Council is to assist in presenting the ideas, interests and problems of students to the relevant authorities, in addition to organizing events, community service and other related activities.

The main objectives of the Student Council:

- Assistant new students in Al Falah University
- Working as a liaison between students and the administration of Al Falah University to serve the students and raise their issues and defend their point of view with the administration.
- Promoting the spirit of participation, teamwork and cooperation between students, management, faculty, and staff
- Representing students of Al Falah University in any student gatherings of other educational institutions in the country
- Developing awareness among students about belonging to the homeland and taking responsibility
- Develop awareness of ethical values
- Raising the level of intellectual, social, sports and artistic activities within Al Falah University
- Discover student talents, abilities and skills and develop their creative spirit

Members of Student Council responsibilities (based on Ministerial Decree No. 334 of 2011)

- Developing, reviewing the bylaws of the Council in coordination with the university administration
- Adopting the work programs of the various committees of the Council and following up their implementation
- Coordinate work between the committees of the Council at the university or with other educational institutions
- Coordinate work with internal institutions in the country
- Approving the final accounts of the Board
- Setting the annual budget of the Council and its committees
- Monitor the work of the committees and their compliance with the general terms and conditions of the Council and take the necessary approvals and permits
- Submitting periodic reports on the work of the committees to the university administration for review.

Student Council Committees:

- The Sports Committee
- The Cultural Committee
- Committee on Public Relations and Information.
- Technical Committee
- Public Services Committee
- Committee of social activity and trips
- Scientific and Technological Activity Committee.

Student Council elections

The election process is held annually in September of each academic year, to elect one third of the 15 members. All students are invited to be part of the electoral process as candidates or voters.

Procedures for Electing the Council

The Elections

- Each candidate must complete the application form which includes the following information: name, address, contact details, college and major, university number.
- Ensure that conditions are met in each candidate.
- Publish ads containing the names of candidates.
- The election process is one week.
- Results are announced within one week of the end of the voting process.

Choosing Board Members

Two-thirds of the fifteen members of the Council are appointed by the Student Council Committee consisting of faculty members. The committee is formed by a decision of the President of the University

- First: The representation of the Council members of the colleges is determined based on the number of students registered for the first semester.
- Second: Seats within the colleges are determined according to specializations
- Third: Each member of the committee is assigned to nominate a group of college students who meet the conditions of membership
- Fourth: Any candidate must meet the following:
 1. The GPA should not be less than 3
 2. Student must have passed at least one semester.
 3. He should not have received any academic or behavioral punishment
 4. Students should not be expected to graduate in the first semester
 5. be social with the community and able to take responsibility.

The time period of the Council

Each member shall continue in the council all the academic year in which he or she is elected.

Student Council meetings

- The Board meets at least once a month during the academic year, or at the discretion of the members, and is held on campus only.
- The Secretary of the Council shall coordinate with all members and inform them of the date, agenda and location of the meeting at least one week in advance.
- The meeting shall be held when the majority of its members are present. Any decision taken shall be voted upon and the minutes of the meeting shall be recorded and distributed for approval.

STUDENT PUBLICATIONS AND MEDIA

Al Falah University (AFU) seeks to support students' publications, provide learning experience, and develop students' editing, photography and design skills. The university also provides the required resources and appropriate feedback to obtain the best learning experience.

Students at AFU are allowed to publish their own magazine, newsletters, radio, video programs and brochures to be the student's voice. Any student's publication is guided and monitored by colleges, media office and student affairs, and refrains from dealing with any political or specific ethnic or religious activities or arguments. Students cannot post through the university's social media; these social media are the responsibility of the Media Office. In case of issuing a periodical publication(s) in any of the university's colleges, the approval of the administration and the dean of the college must be obtained. Appointing one or more faculty member from the college to follow the editing process and review procedures and the expected cost. The university does not pay anyone who publishes journal or publications. The university can publish a journal or publications via its website or social media, or even print and distribute the publication. The university maintains intellectual property rights and academic integrity in all publications and magazines that students may produce.

STUDENT RIGHTS AND RESPONSIBILITIES

Al Falah University (AFU) is a community of scholars in which the freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. University is committed to supporting the exercise of any right guaranteed to individuals by AFU and to educating students relative to their responsibilities.

Student's Rights

The University seeks to maintain a free and healthy educational environment where students have the following rights:

- a. Expression - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
- b. Association - Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.
- c. Freedom from Discrimination - Students can expect to participate fully in AFU community without discrimination as defined by AFU regulations.
- d. Safe Environment - Students can function in their daily activities without unreasonable concerns for personal safety.
- e. Privacy - Students are free of unreasonable intrusions into personal records
- f. High Quality Resources - Students have access to high quality resources which support intellectual and social development.
- g. Counselling - Students have access to support in managing personal adjustments, understanding self and others, and career planning and personal decision making.
- h. Grievance Process - Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to AFU.
- i. Learning Beyond Formal Instruction - Students have access to a variety of activities beyond the classroom, which support intellectual and personal development.

- j. Education - Students have access to excellent faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process.
- k. Participation in Community Activities and Outreach Services - Students have opportunities to interact with people and institutions both within and beyond AFU community.
- l. Prompt Responses from Administration - Students have the right to expect prompt and courteous responses from the University's academic and administrative departments.

Student's Responsibilities

To generate a positive educational environment, students will be responsible and held accountable for exhibiting the following behaviors:

- Students must practice, in words and actions, courtesy and respect to faculty members, university employees, university management, fellow students, and visitors.
- Students can ensure the safety of themselves and others by walking in an orderly manner. This will be the only acceptable means for students to move throughout the building.

Standards of Conduct

Generally, prohibited conduct for which a student is subject to discipline is defined as follows:

- Conduct which intentionally or carelessly threatens the health or safety of any person on University-owned or leased property, at a University approved function.
- Unauthorized entry into or occupation of University facilities which are locked, closed to student activities, or otherwise restricted as to use.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary procedures, other University activities, or activities authorized to take place on University property.
- Unlawfully blocking or impeding normal pedestrian or vehicular traffic on or adjacent to University property.

- Violation of University policies or regulations including policies concerning the use of University facilities.
- University identification cards, other documents, or computer files or systems.
- Any violation of local law, if such directly affects the University's pursuit of its proper educational purposes and only to the extent that such violations are not covered by other Standards of Conduct and only where a specific provision of a statute or ordinance is charged in the complaint.
- Failure to comply with directions of University officials including failure to produce identification in situations concerning alleged violations.
- Failure to identify one – self successfully or produce a legitimate AFU student ID to an AFU official employee when asked.
- Bribery: offering or giving money or any item of service to an AFU employee for the purpose of attempting to obtain assistance that would not have otherwise been provided. Such an action is inappropriate conduct and the university has the right for an immediate legal action according to AFU disciplinary rules and regulations.
- Failure to comply with AFU copyright policy with regards to the ownership of intellectual material.
- Failure to maintain confidential information obtained during or after studying at AFU, as the University prohibits any form of disclosure or distribution of confidential data and information.
- Unauthorized possession of dangerous, chemicals, illegal knives, weapon, or any similar items.
- Harassment on campus is prohibited along with discrimination against colleagues, faculty, staff members on grounds of religion, ethnicity, gender, age, national origin, and any type of disability that weakened the AFU essential ethics shall not be tolerated.
- Smoking: AFU adopts a smoking-free environment within its campus, except in the designated areas.

Student Dress Code Violation: AFU Students are expected to follow and respect the university's dress. AFU Dress Code clearly defines the acceptable student attire in accordance with the culture and law of the UAE.

Student Code of Conduct

- The Student Code of Conduct establishes standards of expected behavior for students and student organizations at the university and puts in place fair and efficient procedures for protecting student rights and handling student misconduct.
- The University seeks to foster a community that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests, that is free from violence, threats, and intimidation, and promotes health and safety of the University community.
- The University expects all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students and members of the faculty and staff to use and enjoy University facilities and to participate in University programs.
- In order to preserve the spirit of community and provide a comfortable safe environment for all students enrolled in the University, the University holds each member of its community responsible for respecting the rights, privileges and opinions of other members of the community.
- Students and their organizations shall conduct their activities in a manner compatible with the commitment of the University to maintain an intellectual and cultural environment conducive to personal development and critical awareness, and in compliance with the laws of the United Arab Emirates, and UAE University Policies and Procedures.
- The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- The University is dedicated to the rational and orderly resolution of conflict.
- The Code shall apply to student conduct that occurs on University premises or at University-sponsored activities. The Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either constitutes a criminal offense as defined by law, or indicates that the student may present a danger or threat to the health or safety of the student or others.
- Any member of the University community may file a written complaint against a student or organization alleging misconduct under this Code or other University Policies or regulations.

- Any alleged breach of the Student Code of Conduct may result in the University taking disciplinary action against the student(s) concerned.
- Disciplinary sanctions for misconduct may not be imposed without a disciplinary proceeding in accordance with the Procedures set in this Policy.

Expected Conduct of the Student

Each Student should act honestly and responsibly and respect the University laws, regulations, policies, and guidelines. The student must respect other students' rights, faculty members, staff, and the public. A student is prohibited from behaving in a manner that is considered a breach to others individual rights.

Disciplinary Actions

- Any student who commits a breach to regulations, policies, and traditions shall be fined according to the policy whether this violation took place on the University Campus or in events sponsored by the University.
- A student should not be accountable by the concerned authorities for committing a misconduct act unless the university commences its disciplinary action against the student. University disciplinary actions may commence before, after, or during the misconduct procedures. Should the student be found innocent, that would not prevent the commencement of disciplinary actions unless the innocence is supported by objective reasons that refute the incident.

Filing Complaints

- Each member of the university community has the right to file a complaint or make his concerns known without fear of reprisal.
- Any faculty member, staff member, or student at the University can file an incident report documenting a misconduct complaint against a university student.
- All complaints must be put in writing.

- No student bringing a complaint under these procedures, whether successful or otherwise, will be treated less favorably by a AFU employee than if the complaint had not been brought. If evidence to the contrary is found, the AFU employee may be subject to disciplinary proceedings under University Policies.
- Any person named in a complaint will be informed of the substantive nature of the complaint and will have the right to reply as part of the investigation. Any information contained within the complaint will be made available only to those involved in its resolution.
- Complaints should be made immediately during or after the incident of alleged misconduct. Substantial delays in making the complaint following the date of the alleged misconduct may give cause for the University not to investigate the matter.

General Behavioral Violations

- Each breach to the University regulations, rules and by-laws is considered a violation that necessitates discipline, in particular the following:
- Each action, saying or dress that is improper to the rules of decorum or conduct and represents a breach to the on or off campus accepted standards of behavior.
- Each behavior that negatively affects the University reputation or breaches the colleges.
- Disturbance during classes or instigation not to attend them.
- Assault or threatening to assault or insult the University staff, students, visitors, or assault to any properties inside the university.
- Hazing that disrupts the student activities or unacceptable action to the standards of behavior inside the campus or causing any damage to the campus either directly or indirectly.
- Damage or deformation of the University movable or immovable properties.
- Possession of weapons, explosive or flammable materials inside the University Campus.
- Presence of male students in the female student areas without proper justification and vice versa.
- Breach of the Intellectual Property Rights of others, whether through unauthorized photocopying, quoting, or resorting to offices to prepare research papers and studies.

- Breaching the housing regulations prepared by the Students Affairs.
- Formation of any organizations or groups or societies or issuing newsletters, newspapers or magazines or distributing them inside the University Campus or fund-raising or collection of signatures without obtaining a prior permit from the competent authorities in the university.
- To make false statements or information to any media party and particularly any related information about admission, registration, and student affairs.
- Taking prohibited drugs or distribution thereof or smoking inside the University Campus.
- Each saying or action or doing that affects the honor or dignity or breach to the accepted code of conduct and values inside or outside the University.
- Dishonoring the regulations imposed by the university or the college concerning trips and activities conducted inside or outside the University Campus.
- Non-compliance to the University security staff during performing their official duty or refusing to show his/her ID card when requested.
- Stealing, attempting to steal, or unauthorized usage which include:
 - Unauthorized transfer to any file.
 - Unauthorized usage of a username or password to another individual.
 - Using computers to plagiarize another student's work or faculty member or staff in the University.
 - Using the computer or means of social media channels to send offensive messages or harassment.
 - Using mobile phones during study classes.
 - Using photographing cameras inside the University Campus whether via mobile phone - laptop - electronic gadgets in a way that abuses others or the university standing.
- Any other behavior that the University Disciplinary Authority sees as a disciplinary violation.

Proscribed Conduct

The following offenses constitute violations of the Student Code of Conduct and can lead to serious disciplinary action:

Acts of Dishonesty

These include:

- Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means.
- Knowingly furnishing false information to any University official, faculty member or office.
- Forgery, alteration or misuse of University documents, records, instruments of identification, computer programs, or accounts.

Stalking, Harassment, and Hazing

- Stalking includes, but is not limited to, purposely or knowingly causing another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly following the stalked person or harassing, threatening, or intimidating the stalked person, in-person or by mail, by electronic communication or any other action, device, or method.
- Harassment includes but is not limited to verbal, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:
 - Is threatening or carries with it the intention to do bodily harm,
 - Substantially interferes with a person's exercise of his/her responsibilities as a student, faculty, or staff member, or
 - Constitutes any sort of sexual abuse or sexual harassment.
- Hazing includes but is not limited to any conduct or method of initiation, admission, or condition of continued membership in any student group, which:
 - Endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of drugs or alcohol; beating or branding; involuntary confinement or
 - Destroys, vandalizes, or removes public or private property.

Assault

- Physical or psychological assault, which includes but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person that prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.
- Any other non-consensual physical assault.

Discrimination

Any conduct that constitutes discrimination against any member of the University Community because of gender, religion, age, disability, race, color, and origin while engaged in educational programs or other activities directly related to the University business.

Misuse of Mobile Phones

All students must not use mobile phones in a manner that interfere with the teaching, learning and other educational processes at the University. Use of mobile phones is limited to areas outside classrooms, labs, libraries, studios, and other areas where the use of mobile phones will not disrupt the educational process.

Photography

It is prohibited to photograph students at any of the University premises without their permission.

Theft/Misuse of Property

- Theft, attempted theft, or unauthorized possession, use, or removal of University property or the property of any member of the University community.
- Defacing, tampering, damaging, or destroying University property or the property of any member of the University community.
- Unauthorized presence in/on or use of University grounds, facilities, or property.
- Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification or password,
- Use of computing facilities to interfere with the work of another student, faculty member or University official.
- Use of computing facilities to send harassing or abusive messages.
- Use of computing facilities to interfere with the normal operation of the computing system.
- Unauthorized use of computer resources or copying of computer data or software. Examples of unauthorized use or copying include attempts to alter systems; unauthorized access or copying of data or software attempts to release data, text, files or software in violation of copyright protection; and the condoning, approving, or directing of unauthorized use or copying.
- Attempts to circumvent or defeat any University-owned system firewall or any other mechanism put in place to manage the network.
- Theft of the University services, including but not limited to telephone services, food services or housing.

Inappropriate Dress

Dress standards are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, beliefs, and values that are deeply rooted in United Arab Emirates society.

Dress Code

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be subject to disciplinary actions.

- Kandura (Deshdasha)
- Abaya and Sheila
- Formal or Casual attire
- Pants/Trousers below knee
- Skirts below knee
- Blouse/Jackets covering the arm to elbow.
- Sleeveless, Pants/Trousers and skirts above knee are prohibited.

The students are also expected to obey to all university rules and regulations and are prohibited from engaging in any unlawful conduct. Any student violating the code of conduct published in this policy either as a principal actor, aider or accomplice shall be subject to disciplinary action.

Smoking

- The University is mindful of the wellbeing of persons in both the living and the working environment. AFU adopts a smoking-free environment within its campus, except in the designated areas.

Noise

- Students are expected to respect the Quiet and Courtesy. The noise level in the university must be kept at a minimum. Students must comply with requests for quiet immediately by discontinuing the activity causing the disturbance or noise.
- Sound systems of any type must not be directed out of the windows/doors or used outside the campus. Repeated disregard for the noise level caused by use of sound equipment may result in the confiscation of such equipment.

Failure to Comply

All students who fail to abide by the Student Code of Conduct or other directives issued by the University will be subject to disciplinary action.

